



RECREATION THERAPIST,
CORRECTIONAL FACILITY
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE OPEN - DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is **January – June and July - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Supplemental Application to:

By mail with:
Department of Corrections and Rehabilitation
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with:
Department of Corrections and Rehabilitation
Office of Selection Services
1515 “S” Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Recreation Therapist, CF can be downloaded from the State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov, or a copy may be obtained by calling or visiting one of the institutional personnel offices.

HOW TO APPLY AT
SAN QUENTIN STATE
PRISON ONLY Applicants interested in employment at San Quentin State Prison may file their application(s) by mail or apply in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at the below address. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 455-5021.

**San Quentin State Prison
Attn: Delegated Testing Officer
San Quentin, CA 94964**

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones.

APPLICATION
DEADLINE/
REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) As of September 1, 2007

\$5,679.00 - \$6,367.00 This salary range applies to incumbents appointed to all Adult Institutions, Juvenile Facilities and Division of Correctional Health Care Services.

- BENEFITS
- Deferred Compensation Plans (Savings pool, 401K and 457 plan)
 - \$100 monthly Bilingual Differential Pay
 - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
 - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
 - Flexible work hours (Management discretion)
 - Pre-tax parking (Where applicable)
 - Fourteen (14) paid holidays (personal holiday available after six months of employment)
 - Generous paid vacation/sick leave or annual leave
 - Jury duty/military/bereavement leave
 - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
 - Pre-retirement death benefit
 - Dependent Care Program
 - Long Term Insurance (CalPERS)
 - Home Loan Program (CalPERS)
 - Legal Services
 - Employee Assistance Program
 - Work and Family Advisory Committee
 - Paid Continuing Education
 - Evening and Night Shift Differential Pay
 - California Public Employees’ Safety Retirement System (Exempt from paying into Federal Social Security System)

MINIMUM
QUALIFICATIONS **EDUCATION:** Equivalent to graduation from a recognized college with major work in recreation or recreation therapy. The major must have included supervised field work. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent and completion of the required field work before they will be considered eligible for appointment.)

MINIMUM
QUALIFICATIONS
(Continued)

NOTE: Equivalent to graduation from college refers to a Bachelor’s degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor’s degree.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility including physically, mentally and developmentally disabled persons; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

A. Knowledge of:

- 1. Theory and practice of mental and physical rehabilitation of mentally, physically and developmentally disabled persons
- 2. Therapeutic principles and techniques of group and individual activities used in recreation therapy, and skill in their application
- 3. Various types of recreation and entertainment activities and providing leadership of these activities
- 4. Basic pathology of diseases and disabilities resulting in psychological, physical or organic conditions of the patient

B. Ability to:

- 1. Provide leadership of various types of recreation and entertainment activities
- 2. Interpret recreation therapy activities to staff, health care providers, patients, and others
- 3. Teach others basic activity skills
- 4. Prepare reports and records to be included in medical files
- 5. Analyze situations accurately and adopt an effective course of action
- 6. Establish and maintain cooperative interrelationships with individuals and groups

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Recreation Therapist, Correctional Facility, under general direction, in a State correctional facility, leads, instructs, and encourages inmate patients in a program of individual and group activities of a physical, social, and cultural nature such as indoor and outdoor games and sports, dance, parties, dramatics, and special interest clubs; supervises entertainment and movies and assists in planning programs for special occasions; with the therapeutic team, plans treatment goals for specific patients; assists in coordinating recreation therapy with other therapeutic programs; as assigned, coordinates the activities program of a group of patients including simple crafts, games, social and musical activities, and instructs unit personnel in basic activity skills; observes patients’ reactions and progress and records clinical notes to be included in medical files and prepares reports; orders supplies and equipment and cares for equipment and facilities; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others or to property; maintains security of working areas and work materials; inspects premises and searches inmates/youthful offenders for contraband, such as weapons or illegal drugs; and does other related duties.

Positions exist throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employee who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). (Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.)

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS